

## **FIRE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class assist superior officers in the supervision of all departmental operations. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, assist in the training of subordinate employees, and maintain all fire department equipment. Fire Captains work with a high degree of supervision, having the authority to work independently in designated areas. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of one fire station on an assigned shift. Responds to all emergency calls, directs the positioning of the fire apparatus at the emergency scene, and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior officer. Performs size-up of emergency scene, including determining the nature and extent of the fire, condition of the building, danger to adjacent buildings, and source of water supply. Supervises subordinate employees and participates in search and rescue; forcible entry; self-contained breathing apparatus; ladder operations; ventilation; nozzle and hose handling; protection of exposures; fire extinguishment; pump operations; sprinkler systems; water supplies; salvage and overhaul; and emergency medical services. Serves as fire safety officer at the scene of an emergency until relieved of command. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications between the emergency scene and other authorized personnel, calling for assistance when needed.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Monitors local conditions which may become

fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift; reviews records of previous shift.

Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly becoming familiar with all features that might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority. Conducts fire drills for fire protection purposes at various facilities.

Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas, and inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Reviews reports written by subordinates. Oversees and evaluates the work performance of subordinates, conducts employee evaluations, and discusses work performance with subordinates and superior officers. Resolves employee complaints and grievances by consulting with superior officers.

Assists superior officer in the development of a training program for the department. Personally trains personnel by conducting training in the classroom, conducting drills and evolutions, and providing informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Conducts and directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, facilities, and grounds to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department and equipment for the purposes of repair and maintenance. Provides for and performs maintenance and repairs of apparatus and equipment.

Maintains department records, such as records of activity or any other records which may be required. Personally completes any forms, records, or reports required, including LFIRS reports. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Participates in special community projects designed to improve

public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Serves as a department representative to the news media, releasing information and answering questions concerning the work of the department. Refers questions and complaints from the public about the operations of the fire department or any related areas of emergency services to a superior officer.

Performs related duties as assigned.

#### **QUALIFICATIONS REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.